

Post Police Call Guidelines

CHAIN OF COMMAND: TEAM LEADER-NCOIC-OPERATIONS SERGEANT

A: Team leaders are not to contact other teams without the prior approval of chain of command.

B: Team leaders and NCOIC are the only ones permitted in office. Team leaders will get vests, phones, keys, dispatch books, etc and return them when coming in and out for detail, to include lunch time.

1) GSA vehicle dispatch books:

A: Plate number of vehicle is on front of book and lower left corner of credit card in key cabinet.

B: PM vehicle – sign and date legibly before departing. Clean and sweep bed of truck and clean cab at end of day. Turn in all gas and repair receipts to operations office. Ensure vehicle is locked at end of day.

C: Read GSA guidelines – speed limit for Post Police Call is 15 mph.

D: Team leaders are the only ones permitted to drive vehicles. Drive in right hand lane for police call. On one-way streets - drive on left and right sides depending on route. Drive on median side of roadway when policing median. **Soldiers are not to cross roadways or traffic.** Go down each side of roadway. Vehicle on the All American, Bragg Blvd/210 route are to remain **3 feet from the edge of the roadway.** Vehicles are not to be in the tree line at any time.

E: COMMAND SERGEANT MAJOR's route: route is usually done by Gator two team – map is in all books in case you are pulled to assist on this route.

F: Call NCOIC immediately in case of any problems or accidents.

G: Outlying areas are to be done on Wednesday and Thursday. Route maps are in all books.

H: Your route map is in your vehicle.

I: Monday, Wednesday, and Friday extra assignments are highlighted in your dispatch book (ACP's, and lakes, etc.). Have ACP sergeant or officer sign and date your ACP sheet. Teams will police both sides of roadway to and from ACP's, lake, etc. The road leading to the riding stable will be policed.

J: Fuel vehicles when at half-tank or below. Purchase oil and other vehicle fluids at AAFES gas station.

K: Four wheels on road at all times, with exception of Bragg blvd / hwy 210 route and All American Free way is to be off roadway at all times.

L: Teams will not put any wood, metal, or oil (hazmat) in dumpster. Place all such items behind dumpster by fence.

M: Police call will pick up anything that does not grow. In the road or any debris on both sides of route and medians. Anything you can see from the road will be policed. Do not pick up road signs, construction cones, etc. These are there for a purpose.

2) Cell phones

A: Use proper phone etiquette.

B: Motorola radio (cell phone) is to be kept securely on you at all times while on detail. Do not leave it in vehicle, and insure that the phone is secured in your pocket!!! Turn it in to the NCOIC prior to leaving for lunch break.

Loss of phone will result in statement of charges.

C: At end of day, turn power off and turn in all Motorola radios (cell phones) to NCOIC. Make sure phone is plugged into power port not earpiece.

D: Personal cell phones are to be turned off during detail hours.

3) Post Police Call uniform policy

A: Duty uniform is BDU, ACU only, to include cover and reflective safety vest, supplied by DPW.

B: Stay in uniform at all times, unless otherwise directed by the Post Police Call Operations Sergeant.

C: Soft caps and work gloves are required. Beret is not authorized.

2) Safety

A: Riders in bed (rear) of vehicle will ride against window side of bed only. Do not ride on tailgate or wheelwells at any time. When exiting the bed of the truck you exit from the tailgate only!!!!

B: All drivers will use a ground guide when backing the vehicle at **ALL TIMES!!!**

*** No exceptions ***

C: Whoopie lights, fourway flashers and headlights will remain on from the time you exit the DPW gate until the time you return through the DPW gate.

D: It is mandatory that you bring water in a canteen or camelback to help avoid heat injury!!! Ice will be supplied at police call building.

E: Check that your vehicle has at least one animal disposal kit.

F: Do not enter any standing water with vehicle.

G: In the event of lightning all teams are to return to base. There are to be NO soldiers riding in the back of vehicles while it is lightning.

H: No personnel will exit from the side walls of the bed you will exit and enter the bed of the truck from the rear.

3) Shoppettes

A: Vehicles are not allowed in shoppettes, PX, etc., only police call areas.

B: Latrines – Butner road shoppette only. You will not come out of store with anything. Use the DPW latrine if close by.

6) Lunch Time

A: Vehicles will report back to DPW between 1145 and 1200 hours – Detail will return no later than 1250 hours for detail.

7) Teams will not return back to DPW base until the NCOIC or the Operations Sergeant directs you to. If you believe you have completed your route call the NCOIC.

***** **IF THERE ARE ANY QUESTIONS CALL THE NCOIC*******

//Original Signed by//
Operation Sergeant
Grounds Section DPW

Revised: 24 Feb 2007

